

Minutes of the CCR-FYI Steering Committee (SC) Meeting

June 2, 2005, Thursday 12:00-1:00 pm

Bethesda: Building 37, Rm 4041, 301-435-7427 (phone: 301-402-9194)

Frederick: Building 426/Conf Rm (phone: 700-848-1121)

In attendance were:

Bethesda – Swati Choksi, Martin Guimond, Tamaro Hudson, Haiqing Li, Girish Patel, Jennifer Shen, Jonathan Wiest

Frederick - Kevin Chang, Ramalakshmi Darbha, Arindam Dhar, Humcha Hariprakash, Susan Lindtner, Melissa Maderia, Vainav Patel, Arti Santhanam, Nima Sharifi

Excused absences – Maja Bumke, Kathleen Dohoney, Yasemin Isgor, Nicole LaRonde-LeBlanc, Joseph Manimala, Margaret Pratt, Lawanda Schief, Kwang Suh.

- 1) The meeting was called to order.
- 2) Points of Interest:
 - a. Welcome to new member Vainav Patel !
 - b. New members should subscribe to the Steering Committee Listserv. Contact Margaret (prattm@mail.nih.gov) for instructions.
 - c. Jennifer Shen and Haiqing Li volunteered to coordinate the nomination and hosting of CCR Grand Rounds speakers and increasing attendance at the brown bag lunches.
 - d. Separate Mentorship: Jennifer Shen and Heidi Erickson requested the members to complete a survey on peer mentoring, career development, etc., to which 7 people responded.
 - e. Nomination of New Officers – Since only 11 voting members were present out of 30 the voting it was decided that a confidential electronic voting system would be followed in the coming week. Nominees agreeing to serve if elected include:
 - i. Val Bliskovsky
 - ii. Kevin Chang
 - iii. Martin Guimond
 - iv. Nicole LaRonde-LeBlanc
 - v. Susan Lindtner

3) Subcommittee Reports

a. Retreat Subcommittee:

- i. **2005 Survey Results**: Completed surveys will be sent out to everyone who volunteers to help enter the retreat surveys into survey monkey and tabulate results. Melissa Maderia requested the volunteers to complete the survey within the next 2 weeks.
- ii. **2006 CCR-FYI Retreat**: Arti Santhanam, Maja Bumke, Heidi Erickson and Tamaro Hudson volunteered to chair next year's retreat. The proposal for retreat dates is tentatively March, 2006 and the options for venue are Renaissance, Portsmouth, VA/ Marriott, Richmond, VA. New topics such as Alternative medicine, Nanotechnology, were suggested to be included in next retreat. It was proposed to include the Felcom, NPA and FYI chairs in mentored lunches at the retreat. Nominations for speakers was initiated. Jonathan Wiest announced that Dr. Wiltrout is happy to continue the support for the FYI retreat.

b. Publicity/Social Subcommittee:

- i. **Newsletter**: Lakshmi and Arti are working on the newsletter. They are accepting some more short articles in the form of an announcement, meeting report, awards or any other matter of interest to fellows. Please contact: lakshmi@ncifcrf.gov or Email the articles to nciccrfyi@mail.nih.gov. Ideas or letters received during the June/July will be sent to FEB for review and editing.
- ii. **E-Mail**: Jennifer Shen volunteered to monitor and answer email that gets sent to the website.
- iii. **NPA and FELCOM**: Arti Santhanam and Martin Guimond volunteered to serve as our NPA representative. Heidi Erickson is our new FELCOM representative.

c. Scientific Subcommittee:

- i. **Post-doc seminar Series**: Haiquig Li and Aparna Kotekar volunteered to organize the seminar series. It was suggested that for each seminar we have 2 speakers, each giving a 20 minute presentation.
- ii. **Survey**: Joseph Manimala and Valance Washington from Frederick and Christina Annunziata from Bethesda volunteered to be in charge of the retreat/scientific survey.

- iii. **Alumni Information**: Where have CCR-FYI alumni gone and what are they doing? Such information would be useful to show the quality of NCI training. Girish Patel volunteered to compile this data for future posting, probably on the CCR-FYI website.

d. Community Life

- i. **Guide Doc Program**: Get involved and make suggestions on how to help Nicole and improve Guide Docs.

- 4) The floor was opened for new business or announcements.

The CCR-FYI member list will be updated to reflect the new members.

Please contact Margaret (prattm@mail.nih.gov) if you know of someone who is not receiving all of the listserv correspondence.

- 5) The meeting was adjourned.

Respectfully submitted,
Margaret Pratt
Ramalakshmi Darbha
CCR-FYI Secretaries
June 28, 2005